



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
**UNITED STATES ARMY GARRISON SCHWEINFURT**  
**CMR 457**  
**APO AE 09033**

IMEU-SWF-LG

20 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #4-2, Change of Primary Hand Receipt Holder (PHRH)

1. References:

- a. AR 710-2, Supply Policy Below the Wholesale Level, 24 Feb 04
- b. AR 735-5, Policies and Procedures for Property Accountability, 28 Feb 05
- c. DA Pam 710-2-1, Using Unit Supply System, 31 Dec 97

2. Purpose: To establish policy and procedures for change of Primary Hand Receipt Holder (PHRH).

3. Applicability: This policy applies to all supervisors and Primary Hand Receipt Holders (PHRH) supported by the Installation Property Book Office (IPBO), USAG Schweinfurt, APO AE 09033.

4. Policy:

- a. The supervisor of the PHRH will:
  - (1) Ensure incoming and outgoing PHRH are briefed on their responsibilities pertaining to property accountability.
  - (2) Ensure the activity's property is one hundred percent physically inventoried. The outgoing and incoming PHRH will jointly conduct the inventory.
  - (3) Provide the IPBO with a memorandum appointing the new PHRH prior to starting of the joint inventory.
  - (4) When outgoing PHRH is not available to conduct inventory ensure the interest of the outgoing PHRH is protected IAW AR 735-5.

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~~This Policy Memorandum supersedes Policy Memorandum #4-2, dated 2 Nov 04 and remains in effect until superseded or rescinded.~~

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b. Outgoing PHRH will:

(1) Ensure that all outstanding supply documents are posted to the hand receipt, for example, a completed copy of DA Form 3161 (Request for Issue or Turn-in) documenting that the property has been received, turned into PBO, or transferred to another PHRH.

(2) Ensure that property is in a serviceable condition.

(3) Ensure that temporary and sub-hand receipts are updated or property turned in before the inventory begins.

(4) Ensure all shortage annexes are updated.

c. Incoming PHRH will:

(1) Ensure the IPBO receives appointment memorandum appointing them as the new PHRH prior to the beginning of the inventory.

(2) Conduct a 100% physical inventory to include all components of sets, kits, outfits, and major items. Verify shortage annexes with IPBO. Physically verify maintenance, turn-in documents for equipment turned in for maintenance. Update / create sub-hand receipts for equipment not under the PHRH's personal control. (All property not under the continuous, daily control of the PHRH will be sub-hand receipted to its user).

(3) Provide IPBO with all minor adjustments, for example serial number with one (1) digit difference (e.g. serial # 6349 listed on master hand receipt, when actual serial # 6399) or a serial number that is incomplete (typewriter serial # recorded as 11-492315 actual 6705-11-492315).

(4) Check with the IPBO when not sure of property identification. Don't sign for an item that you cannot positively identify. Ask IPBO for help or consult the appropriate manual, catalog or reference.

(5) Verify component hand receipts, and ensure that the current publication is being used to compile the property list.

(6) Request an extension in writing from the next higher authority prior to suspense date if inventory cannot be completed in the allotted time. Not more than one (1) extension may be requested or granted. Extension will not exceed 15 days. An approved copy of extension will be provided to IPBO.

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(7) Report to the IPBO any excess property discovered during the inventory.


(8) Initiate a Financial Liability Investigation of Property Loss for missing items within five (5) days of inventory completion.

(9) Sign hand receipt after all adjustments have been made and verified for correctness. The document you sign must reflect what you have seen. If you haven't seen it or seen the applicable turn-in document, don't sign for it.

5. Regardless if hand receipts are signed or responsibility statements are initiated, all supervisors are responsible for complete property accountability within their respective areas.

6. The proponent for this policy is the Directorate of Logistics (DOL), USAG Schweinfurt, APO AE 09033. Users of this policy are invited to send comments and suggestions for improvement to the DOL, DSN 354-1540.

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ANTHONY E. HAAGER  
LTC, QM  
Commanding

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